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16 JAN 1964

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report for  
DECEMBER 1963

1. The attached tables and charts reflect some of the activities of certain components of the Office during December 1963.
2. The statistics in the tables are compiled by the component concerned and refer to the current month.
3. The charts are prepared in this Office from the statistics in the tables and afford a means of comparing the various accomplishments, work loads, and activities from the beginning of the current fiscal year to date.
4. Following are noteworthy items for the month:

a. The case load for the calendar year 1963 showed a substantial increase over 1962. For 1963, 27, 215 overt and semi-covert cases and 24, 893 covert cases were received as compared to 22, 567 and 19, 717, respectively, for 1962. This represents an overall increase for 1963 of 18. 5% over 1962.

b. The Director and Deputy Director of Security visited the

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d. Briefing material on all code word activities was furnished the DCI for use in indoctrinating high level personnel.

e. A compendium of pertinent portions of Agency regulations, notices and lectures relating to personnel security and supervisory responsibilities was sanitized and furnished to the Director, National Security Agency, at his request.

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f. Procedural guidelines were prepared and distributed to members of the CIA Damage Assessment Task Force on the [redacted] case. The Office of Central Reference has been established as the focal point within CIA for the exchange of cross-reference

[redacted]

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g. A reply was prepared and forwarded from the DCI to the Director, NSA, requesting NSA to revise certain comments in its draft damage assessment in the [redacted]. Specifically, NS<sup>25X1A9A</sup> was requested to reflect more accurately the scope of the CIA damage assessment and the procedures being followed.

h. Three new forms were designed, printed and distributed to nine Agency components involved in the [redacted] case damage assessment. These forms will aid in assessing possible loss of raw or finished intelligence and in cross-reference notifications to components and intelligence community members.

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j. A memorandum from the Chairman, Security Committee, was forwarded to its members requesting reports of actions taken by departments and agencies to implement Recommendation No. 18 on counterintelligence and security by the Joint Study Group.

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m. A report was prepared for COMOR dealing with security aspects involved in the use of highly sensitive equipment in denied areas.

n. New members of the President's Scientific Advisory Board, John G. Palfrey, AEC Commissioner Steven R. Rickin and Dr. Vincent V. McRae were briefed on T-KH.

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p. Recruitment of 30 people for employment on a contract basis was initiated for the conversion of the OS/SRD index to machine language.

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Approved For Release 2003/04/17 : CIA-RDP78-04004R000200260001-7

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